

September 2018: Cleaning!

August 31: Hard date for EXC, POS, and CHL: All 3 buildings will be empty of workers, employees, people.

June and July: Hard deadlines: Employees pack their stuff and offices, etc. (Employees can pack earlier).

- Once packed, let Robert Andrews know and stuff will go into storage until shipped.

June: Special equipment will be packed via contract.

May 31: Hard date for Machines OFF and all posters/pictures off all the walls.

- If you want any pics or posters in CHL you can take now.
- For any posters in the EXC Auditorium, let Theresa or Robert know which ones. EPA will be using the auditorium and want the posters there until May 31. After May 31 they will be thrown away. They can't be recycled due to the plastic covering.
- If you will be done with your research before May 31, let Theresa know so we can finalize clean out of the chemicals ASAP.

April 30: Go thru all cabinets and drawers in each room by yourself or with Theresa and Trevor for chemicals.

- Once a room is cleared by you, initial on the white board. That means you went through that room (cabinets and drawers, etc.) and don't want anything.

Theresa recommended for the folks transferring to RTP and you need a medical surveillance exam for 2018 to get it at RTP. Let Theresa know or Todd Baker about 6 weeks to schedule for you at RTP.

- If you want to get your exam in Las Vegas, let Theresa know so we can start the process.
- FOH closed in Las Vegas February 2018. We are now going thru FOH to schedule medical exams with 3 other locations. An email will follow these meeting notes from FOH. Please read for your informational purposes and let Theresa know if you have questions or need assistance with anything out of that email.

Robert stated when you check out you need to turn in your EPASS, Millennium Pass, Hard keys, Vehicle passes, etc. AND your office and work space must be cleaned!

Theresa also stated no one should lift anything heavier than 50lbs and she does not recommend lifting 50lbs. Don't overpack. There are plenty of boxes. Pack light and manageable. Use proper lifting techniques when lifting or ask for help.

Something to think about or consider: Your timeline. If you plan to leave in July, do you plan to take time off from work before that time? Your timeline may be different from the hard dates above. Please let Theresa and Robert and Brian know so we can plan accordingly so we can meet your personal timelines as well. Thank you.